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Memorandum by the Director of Central Intelligence,
with the Unanimous Concurrence of the Intelligence Advisory Board

1. Under the provisions of N.I.A. Directive No. 5 which charges the Director of Central Intelligence with acting for the National Intelligence Authority in coordinating all Federal foreign intelligence activities related to the national security, the following plan for coordination of Foreign Biographic Intelligence is announced.

2. Categories of Biographic Personalities.

a. Allocation of primary responsibilities for reporting Biographic Data, producing Biographic Intelligence, and maintaining comprehensive supporting files on various categories of personalities is made to the intelligence agencies represented on the I.A.B., in Tabular form below:

<u>Categories of Personalities</u>	<u>Intelligence Agencies of Primary Responsibility</u>
Political	State Dept.
Cultural	State Dept.
Sociological	State Dept.
Economic	State Dept.
International	State Dept.
Military (Army, Army Air Force and Separate Air Force)	War Dept.
Naval (Navy, Navy Air, or Fleet Air Arms)	Navy Dept.
Scientific	Each agency as jointly agreed or in accordance with categories above.

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b. The allocation of responsibility within the various categories above is based upon insuring complete coverage of important individuals and minimizing unwarranted duplication of effort. However, in special instances where a personality in another category becomes of particular interest to any intelligence agency, nothing in this directive prevents or restricts such agency from reporting and maintaining a biographic file on that individual, so long as the departmental agency holding primary responsibility is duly informed, and is furnished with the data necessary for its own file.

c. Each intelligence agency has the responsibility to produce and evaluate responsible Biographic Intelligence on personalities within its own categories of primary responsibility for the other agencies requesting and authorized to receive same, or if desired, to make available the appropriate source material. In this connection, agencies will circulate to one another and to CIG a list of qualified and security approved personnel authorized to engage in direct liaison.

3. Coordination at foreign posts:

a. The chief of mission, or his delegated staff officer, of each embassy, legation, or foreign post is charged with the overall responsibility for the coordination of biographic intelligence in his geographical area. To effect this coordination he will:

(1) Maintain a local coordinated biographic file on all important personalities.

(2) Insure that all personalities in the above categories are being covered by biographic reports, and that the responsibility for such reports is delegated to departmental field representatives so far as possible in accordance with the appropriate departmental primary responsibility listed above.

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(3) Insure that whenever one or more of the departmental intelligence agencies are not represented at a foreign post, reporting on the appropriate categories of foreign personalities of such agencies is delegated to the extent possible to other members of the staff.

b. Field representatives of each intelligence agency will be directed by their departmental agency to:

(1) Cooperate in the coordination measures for biographic intelligence prescribed by the chief of mission.

(2) Promptly enter into the local biographic file all source material and copies of biographic data reports on personalities within their own departmental categories of primary responsibility.

(3) Enter in the local biographic file and bring to the attention of the appropriate representative any other biographic data or material, of interest to the latter, which comes to their attention.

(4) Collect information and report on personalities other than within their own categories of primary responsibility when directed by the chief of mission due to the non-representation at the post of the departmental agency of primary responsibility.

(5) Promptly forward to their home office biographic reports reflecting the source materials which have been collected and entered in the local Biographic File from any source and which fall into their departmental agency categories of primary interest. (Whenever the activities of personalities reported upon places or appears to place them in more than one category of primary responsibility, each interested field representative will forward to his home office his own estimate of the personality together with a reference to the report prepared by the other interested field representatives.)

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(6) Call to the attention of and make available to the chief of mission and to the other field representatives all directives and instructions on the subject of biographic intelligence which are received from their home office.

(7) Promptly forward to home offices other than their own biographic reports on personalities other than of their own interest for whom responsibility has been delegated to them by the chief of mission.

~~4.2~~ 4. Standardization and use of biographic reporting forms:

a. For the present one form, to be called the Summary Report Form, will be standardized and this to the extent that it contains the basic factual data on the top as shown in the Enclosure (Appendix hereto), and is not over 8" wide and approximately 13" long.

5. a. The Director of Central Intelligence will undertake to exploit for the benefit of CIG and the departmental agencies sources of biographic information from government agencies not represented on the IAB and will maintain such other biographic files within CIG as he deems necessary to comply with the President's directive.

b. The Central Intelligence Group will act as a clearing house for foreign biographic intelligence received from its own sources or from agencies of the government other than those represented on the IAB and will pass on the appropriate intelligence to the agency holding primary responsibility therefor.

6. a. The Director of Central Intelligence will take the necessary measures to ascertain gaps in coverage of biographic intelligence and to undertake remedial action therefor.

7. a. Departmental intelligence agencies will immediately issue such directives to the field as will insure that this plan may come into operation not later than 1 January 1947.

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